



Monson Community Preservation

APPLICATION FOR PROJECT FUNDING

Please submit the following application by **August 25, 2016** for consideration at the next Annual Town Meeting.

The Committee would prefer that an application be e-mailed to us up to two weeks prior to deadline at: monsoncommunitypreservation@gmail.com

In addition 7 copies of the proposal should be mailed to:

Leslie A. Duthie
Monson Community Preservation Committee
The Town Office Building
110 Main Street, Monson, Ma 01057

Note:

A representative from the project may be required to present the project to the CPC during a scheduled meeting (a schedule will be forwarded to the applicant)

If You Have Questions As You Are Completing This Application Send An Email To:

Chairman@monsoncommunitypreservation.org

Be Sure To Include Day and Evening Phone Numbers
Incomplete Filings Will Not Be Considered



**Monson CPC
110 Main Street
Monson, MA 01057**

To Get Started:

Download and read the CPA Plan with guidelines at www.monsoncommunitypreservation.org

Project Description/Name: _____

Project Location:

Street Address _____ City/Town _____

Assessors Map/Plat Number _____ Parcel/Lot Number _____

Property Registered in Registry of Deeds for:

County _____ Book _____ Page _____

CPA Funding Requested: \$ _____ **Total Cost of Project:** \$ _____

Have You Researched Additional Sources of Funding? Y/N
Other Sources of Funding If Applicable):

Source: _____

Amount: \$ _____ **Contingent on CPA Funding?** ___ Yes ___ No

Source: _____

Amount: \$ _____ **Contingent on CPA Funding?** ___ Yes ___ No

CPA category: (Check ALL that apply)

OPEN SPACE - Acquisition_____ Creation_____ Preservation_____ Restoration_____

HISTORIC – Acquisition_____ Preservation _____ Restoration_____

COMMUNITY HOUSING - Creation _____ Preservation_____ Support_____Rehabilitation_____

RECREATION – Acquisition_____ Creation_____ Preservation_____

Sponsoring Organization or Individual

Mailing Address:

Street: _____ City: _____ State: _____ Zip: _____

Primary Contact: _____

Phone Number: _____

Email: _____

Alternative Contact: : _____

Phone Number: _____

Email: _____

**PLEASE COMPLETE THE PROJECT DESCRIPTION AS DESCRIBED ON THE FOLLOWING
PAGES AND INCLUDE WITH YOUR APPLICATION**

PROJECT DESCRIPTION

In describing the project, please include answers to the following questions. Applications may be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits as necessary.

The Current Situation:

Describe your motivation for recommending this project.
What unmet need in the town of Monson will be met if this project is successfully completed?
Is this project aligned with needs identified in other town plans (i.e. Master Plan)?
What are the implications for the town if this project is not approved?
Have other funding alternatives been explored? What has been the result?

BUDGET:

What is the total budget for the project and how will CPA funds be spent?
Provide a line item description and cost estimate for all components of the proposal.
Submit at least two bids for each project where applicable.
Note: Be prepared to discuss a best case/worst case cost estimate during CPC review
All items of expenditure must be clearly identified and back-up documentation provided.

FUNDING:

What funding sources are available, committed or under consideration?
Include commitment letters, in kind donations and volunteer hours, and describe any other attempts to secure funding for this project.

TIMELINE:

What is the schedule for project implementation, including a timeline for all critical elements?

IMPLEMENTATION:

Who will be responsible for implementing the project?
Who will the project manager be?
Who else will be involved in project implementation and what arrangements have been made with them?

MAINTENANCE:

If ongoing maintenance is required, who will be responsible and how will it be funded?

ADDITIONAL INFORMATION:

Please provide the following additional information if applicable:

FURTHER DOCUMENTATION:

Documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed. (Letters of support from relevant town entities)

FEASIBILITY REPORTS:

Any feasibility reports, renderings or other relevant studies and material.

ZONING COMPLIANCE:

Evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.

OTHER INFORMATION: any additional information that might benefit the CPC in consideration of this project.

Important: Applicant requirements after CPC recommends project for Town meeting:

- ***A representative of the project will be required to be present when CPC recommendations are reviewed at Town meeting and as follows:***
 - ***Project review meetings established by the CPC***
 - ***Required Board of Selectman and Advisory Committee meetings (to assist with fielding any additional questions concerning the project)***
- ***Projects approved at Town Meeting are required to post signage supplied by the Monson CPC.***
- ***All successful projects will receive a checklist that must be completed and adhered to throughout the duration of the project.***
- ***All communications and publicity regarding the project must indicate that funding was provided through the efforts of the Monson CPA. (wording should be reviewed with the CPC prior to completion of the project and include the Monson CPC logo)***

Do not submit print or submit guidelines (below) with your application to the committee.

Guidelines for CPA fund categories:

Open Space

Open space is defined to include, but is not limited to, the following:

- Agricultural land
- Well fields, aquifers, recharge areas, and other watershed lands
- Grasslands, fields, or forest lands
- Fresh and salt water marshes and other wetlands
- Ocean, river, stream, lake and pond frontage
- Beaches, dunes, and other coastal lands
- Scenic vistas
- Land for wildlife habitat or biodiversity or nature preserves

Acquisition

- Purchase land to protect water supplies such as well fields, aquifers, recharge areas, and lake or reservoir frontage and other watershed lands

Creation

- Raze aging, vacant, municipally-owned building to create an open field
- Reconstruct a road to create a median strip with grass and trees
- Rehabilitate and/or redevelop brownfields such as capping a landfill and converting site to open space

Preservation

- Purchase permanent conservation or agricultural preservation restrictions to protect open space or farmland from future development
- Remove invasive plant species from ponds and wetlands to protect existing open space environment and wildlife habitats from harm or injury
- Purchase of easements to protect water supplies such as well fields, aquifers, recharge areas, and lake or reservoir frontage and other watershed lands

Rehabilitation and Restoration

- Restore natural areas such as wetlands or marshlands acquired using CPA funds to their original state
- Seed and plant trees and otherwise landscape an open space created by the removal of buildings on site.

2. Historic Preservation

With respect to the permissible purposes for which CPA funds may be used on historic resources, the Act requires that a participating community "...shall spend, or set aside for later spending...not less than 10 percent of the annual revenues for historic resources."

A historic resource is defined to include a building, structure, vessel, or other real property that is either:

- Listed or eligible for listing on the State Register of Historic Places; or
- Determined by the local Historic Commission to be significant in the history, archeology, architecture, or culture of the city or town

Acquisition

Acquire a historic site or landscape

Provide a match for federal or state grants such as the Massachusetts Preservation Projects Fund

Preservation

- Purchase a preservation easement to protect façade or other historical features
- Restore historic buildings to reverse inappropriate alterations
- Establish or expand signage or markers at historic sites
- Conduct historical or archeological surveys necessary for a preservation project or creation of a new historic district
- Restore archival documents
- Provide grants to acquire or preserve a historic property in private non profit ownership provided that City or Town acquires a preservation restriction to protect the public's investment

Rehabilitation and Restoration

- Restore or upgrade municipal historic resources such as town halls, libraries, town commons, parks, or cemeteries
- Adaptively reuse historic sites such as the upgrade and rehabilitation of fire houses, churches, mills, police stations, town halls, or schools for community housing or another municipal use
- Capital improvements to historic resources that are necessary to comply with state building codes
- Provide new utilities and other site work necessary for a preservation project
- Mitigate environmental contamination at historic sites
- Provide ADA and MAAB accessibility at historic sites, such as elevators, ramps, restrooms, etc
- Restore historic landscapes

3. Community Housing

Creation

- Convert existing non-residential properties to community housing (schools, mills, churches office buildings, warehouses, etc)
- Create in-law apartments and other ancillary housing
- Acquire real property (land and/or buildings) for new housing development, both rental and homeownership
- Grant or loan funds for the creation of community housing to non-profit or for-profit parties (provided that the funds are not used by the private party to acquire a real estate interest and that the municipality

establishes sufficient safeguards to ensure that the funds are used primarily for the creation of community housing and that any benefit to the private entity is merely incidental). It is anticipated that many local CPA housing initiatives will utilize private non-profit or for-profit intermediaries for the creation of community housing

- Restore "brown fields" sites for housing or other mitigation of contaminated sites in preparation for housing development

Preservation

- Refinance "expiring use" properties which are at risk of going market rate
- Acquire a preservation restriction to limit the occupancy of certain units in a privately owned rental building to persons of low or moderate income housing

Support

- Modify existing homes, including accessibility improvements that allow the disabled or senior citizens to continue to live in their homes
- Provide a match for state Home Modifications funds to adapt the homes of elderly and disabled town residents, including the installation of such safety measures as ramps and bars
- Assist the local housing authority to support its low income rental properties
- Assist residents to meet homeownership costs, including grants or "soft second" loans to reduce mortgage interest rates, provide a down payment, assist with closing costs, security deposits, utility assistance, or to subsidize interest rates.
- Use as a subsidy to write down interest rates for first-time homebuyer programs such as the Massachusetts Housing Partnership's Soft Second Program or the state's Self Help Program that has specific matching requirements; this subsidy makes the Soft Second Program the most affordable mortgage in the state
- Underwrite a revolving loan fund or guarantee fund for tenants who cannot afford first month, last month, and security deposit
- Fund a housing trust or a housing authority to support a particular community housing initiative income from an endowment for local affordable housing can be applied directly or matched with state or federal funding
- Provide matching funds under the Housing Innovations Fund which helps to build limited equity coops, housing for people with AIDS, etc

Rehabilitation and Restoration of Community Housing Created Using CPA Funds

- Make site improvements such as water/sewer connections, well installation, septic installation or repair, or other underground utilities associated with the creation of affordable housing
- Rehabilitate or restore existing public or private property being converted to affordable housing units in a mixed income residential environment

As noted above, if a CPA assisted community housing project serves individuals and families earning less than 80% of HUD area median income, any newly created units may count toward a city's or town's Chapter 40B affordable housing inventory. If CPA funds are used in conjunction with established rental or homeownership programs, the eligibility of this housing under 40B is generally assured. However, innovative new programs using CPA will require a determination by DHCD as to whether the amount or form of funding will qualify the housing. For example, if CPA Funds are used to assist a homeowner with down payments or to defray mortgage interest, that housing may not qualify for 40B unless there is a long-term affordability restriction. Similarly, rental assistance to a household (or to an owner on behalf of a resident) is not likely to qualify if such a subsidy is only a short-term arrangement without long-term affordability.

4. Public Recreation

Recreational use is defined to include active or passive recreational use, including, but not limited to, the following:

- Community gardens
- Trails
- Noncommercial youth and adult sports
- Parks, playgrounds, and athletic fields

Acquisition

- Purchase of land to create new athletic fields for noncommercial youth and adult sports
- Purchase of existing, privately owned recreational facilities for municipal use, such as a tennis court

Creation

- Convert existing structures such as a railroad bed to a recreational use such as walking, biking, or inline skating trails
- Convert underutilized municipal lot to community gardens
- Clean up contaminated industrial site or cap landfills to create new soccer or baseball fields or playgrounds

Preservation

- Install an irrigation system at a public park to prevent the grass from dying or otherwise being harmed
- Install new drainage at an existing athletic field to prevent flooding and water damage
- Provide new drainage at an existing athletic field that has severely deteriorated; however, monies cannot be used for routine maintenance or capital improvement for which municipal funding has been already been committed

Rehabilitation and Restoration of Recreational Lands Acquired Using CPA Funds

- Create recreational opportunities through brownfields rehabilitation and/or redevelopment such as capping a landfill and establishing a new outdoor park, tennis courts or other athletic facilities on site
- Restore unused walking trails in forest land acquired with CPA funds to usable condition
- Resurface tennis courts created on municipally owned property

Note: The Act prohibits CPA funds from being used to acquire or create or preserve facilities for horse or dog racing, or land for a stadium, gymnasium, or similar structure.